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MEMORANDUM FOR: Assistant Deputy Director of Security
for Personnel Security

SUBJECT : Annual QMB Management Improvement
Plans/ Report

1. Pursuant to your request, the following management effectiveness and cost reduction goals are listed.

A. Section 1 - Management Effectiveness Goals

(1) To change existing regulations in order to specifically cover unauthorized retention of classified documents. The Deputy Director for Support has approved this goal and memorandum to change HR [REDACTED], as well [REDACTED] has been forwarded to your office. This action is not intended as a cost saving factor but rather strengthens current regulations and therefore effectiveness.

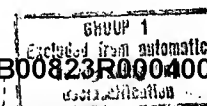
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(2) To establish a program to personally interview approximately two hundred "Summer Only" employees upon their entry on duty. The goal is to personally acquaint and impress upon each dependent his personal involvement with the Agency as a member of an agency family and to make him aware of the Agency's concern regarding his personal conduct and reputation. This is in addition to the regular orientation lecture.

(3) To establish a program for denied area briefings. PSD participation has been considerably enlarged. Whenever the Special Security Center issues a special clearance to any individual, within or without the Agency, consideration is given to afford that person a briefing. The briefings are all inclusive and are updated as new techniques of the various countries are learned.

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(4) Under the established reinvestigation program the files of 735 GSA employees assigned to Agency buildings were reviewed and placed in the reinvestigation mechanism. Of these, 160 were determined to require reinvestigation. Determination concerning polygraph was made and all problem cases were summarized with recommendation.

(5) Color-coded case control system to permit individual case control in the [] of Clearance Support Branch can now be considered on-going and effective. The thousands of individual monthly actions are now collated on a monthly basis and past actions can be verified without the necessity of calling for individual files. The number of man hours saved is considerable and the procedure adds to management effectiveness.

(6) To establish a continuing marijuana and drug study program, applicant cases continue to receive special study to elicit experience factors. Statistics are compiled as to type of drugs, extent and circumstances of use, age of user and location of use. The program is expected to enhance the selection procedure process.

(7) Group briefings to individuals assigned to the same overseas area, where appropriate continue to result in man-hour savings. Wherever possible, this program has been extended to include resignations. Individual briefings however, continue to predominate.

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B. Section 2 - Cost Reduction Goals

(1) Security review of actions supplemental to retirement; such as letters of appreciation, medallions, awards, Agency Reserve Program, etc., have been standardized and controlled to eliminate duplicate review. Each retirement action is now analyzed in one file review to cover all requirements. For the current fiscal year there have been 678 retirements. Supplemental actions have approximated 880. Based on ten minutes which each supplemental file review would normally consume, a total of 147 hours have been saved. Based on a GS-14 salary rate in excess of \$1,470 has been saved by this action.



Chief

Personnel Security Division

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Annual QMB Management Improvement Plans/Report

FROM:

C/PSD

EXTENSION

NO.

DATE

7 June 1971

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

ADDS/PS

6/7/71 IL

2.

DDS/DS

6/7/71 JW

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deadline: 11 June